



Office of the Principal

LUMDING COLLEGE (B)

LUMDING :: HOJAI :: ASSAM

PIN -782447



Ref No. _____

Date: - _____

Supporting Documents for Metric No. 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The systems and procedures that are followed for this is detailed as below.

- The procedures and policies for utilizing various facilities vary in different extents. The classrooms are of two categories, viz. departmental and common. The former types are exclusively meant for holding respective classes of the department, while the latter category is shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time, as decided by the individual examination committees appointed for the different examinations.
- There is a Purchase Committee which looks after the purchases in case of emergency situations. For any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed. For any kind of purchase or maintenance of any infrastructure a requisition is submitted by the concerned department or a cell to the principal. The principal then arranges for the requisition on a priority basis. The Purchase Committee of the college approved by the Governing body consists of Principal as the Chairperson, a Coordinator from teaching staff and members from teaching staff. The Purchase Committee looks after the procurement, maintenance and utilization of physical facilities.
- The college also has a Construction Committee with President, Governing Body as Adviser, Principal as Chairperson and others. Repair and renovation of infrastructure is carried out as and when it is required.
- An Academic Committee is constituted with the Principal as the Chairperson and all the Heads of the Departments and the Coordinator of IQAC, and others as members. Principal in consultation with IQAC appoints different Committees to prepare and look after the Class Routines, Academic Calendar, internal examinations etc.
- The Language Lab of the college is coordinated from the English Department, which caters to the need of all the departments.
- The college hostels are under the supervision of the Hostel management committee which looks after the management aspect of the hostel. A lady warden is stationed in the girls' hostel to manage day to day affairs of the hostel.
- Laboratories of the departments function under the strict control of the respective departmental heads.
- A Library Management Committee is constituted headed by the Principal as the Chairperson with the Librarian/ Senior Teacher as Coordinator. The committee looks

after different activities like purchase of books, maintenance of infrastructure and physical facilities along with other related issues.

- There is a sports committee for maintaining the sports infrastructural facilities both indoors and outdoors games. The committee arranges and looks after various sports activities held in the college.
- The maintenance of the computers in the departments and the library are done centrally by the college.
- The Canteen committee looks into the qualitative aspects of the canteen. For cleanliness of the Campus some employees are appointed on contractual basis.
- Security point of view a gate keeper's/ night guards are appointed to look after the entry and exit of persons in the campus along with CC Camera. A part time electrician is employed by the college for maintenance of all electrical problems and also for running the silent diesel generator set during electrical load shedding.
- Regarding campus beautification some employees are appointed on contractual basis that perform duties under the supervision of beautification committee to look into aesthetics of the campus like the flower garden etc.
- There is a complaint box in the administrative block for redressing the grievances of the students. To ensure clean campus some dustbins are installed and the entire campus is considered as a plastic free zone.




Principal,
Lumding College,
Lumding, Hojai,
Assam.

Principal
Lumding College
Lumding, Hojai, Assam